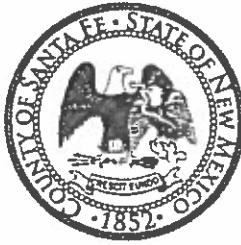


**Henry P. Roybal**  
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**Kathy Holian**  
*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

**Date:** April 13, 2016  
**To:** Board of County Commissioners  
**From:** Penny Ellis-Green, Growth Management Director   
**Via:** Katherine Miller, County Manager  
**Re:** Growth Management Monthly Report March 2016

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This report is a summary of projects for Growth Management with statistics from March 2016. Growth Management consists of 4 divisions; Planning, Economic Development, GIS and Building and Development Services.

### **Planning Division**

#### **Affordable Housing**

##### **Agreements**

Staff finalized the Affordable Housing Agreement for Cielo Colorado and it was approved by the BCC at their March 29, 2015 meeting.

##### **Income Certifications**

Staff received and finalized two requests to certify an individual to qualify for the Affordable Housing Program. The affordable buyers are in income range one

##### **Subordinations**

Staff received and processed one new request for a mortgage subordination.

#### **Open Space**

The process for developing Management Plans for Madrid Open Space, Lamy Open Space Park, and Ortiz Mountains Educational Preserve was initiated in March. The management plans will include interpretive components for the open spaces as they relate to the Galisteo Basin. The interpretive component of the management plans will help guide county staff in programming and scheduling events, especially at Lamy Open Space Park and Ortiz Mountains Educational Preserve. Meetings were held with local experts and community members to discuss all three properties.

The Thornton Ranch/Petroglyph Hill Interpretive Plan was initiated in March with a series of meetings with local experts and community members including members of the Galisteo Basin Sites Protection Act Working Group, members of the Thornton family, historians, scientists, and involved community groups. A tribal consultation meeting was also held regarding Thornton Ranch Master Plan.

Open Space staff selected a consultant for the county-wide signage plan and assessment through a qualifications based RFP process.

### **Food Policy Council**

Planning Staff attended the Food Policy Council (FPC) Land Use Subcommittee meeting on March 2, 2016. Staff presented an update to the Land Use subcommittee regarding progress being made on the TDR Program and the Agriculture Revitalization Initiative. Update included information on the Agriculture Revitalization outreach meetings scheduled for late April-early May.

Planning Staff attended the annual Food Policy Council Strategic Planning session on March 4, 2016 during which the Council set priority areas of focus for work through the next year.

### **Transportation**

#### **SFMPO:**

Staff attended the Mar. 21 TCC and Mar. 24 Policy Board meetings. Key items addressed include:

- The draft MPO Unified Planning Work Program for FY 2016-2018 was presented and discussed. The County and the City provide the local match for the federal planning funds: 30 % County, 70 % City. The County's portion is estimated at \$17,832.60 for FY 2016-17, and \$16,278.30 for FY 2017-18.
- The status of the NE/SE Connector project; MPO staff explained that NMDOT's intent was to pull the funding for the NMDOT design and construction of the NE Connector which is programmed in 2018 on the MPO TIP. MPO staff is working on trying to schedule a meeting with Public Works, MPO staff, and NMDOT on this issue; Apr. 8th is the tentative date.
- Election of Policy Board Officers for 2016 took place; Commissioner Roybal is Chair of the MPO Policy Board, City Councilor Joe Maestas is Vice Chair.

#### **Northern Pueblos Regional Transportation Planning Organization (NPRTPO):**

Staff attended the March 2, 2016 NPRTPO meeting, items addressed included:

- Part of the new 6 year federal transportation bill, FAST Act was presented.
- Transportation Alternatives Programs were carried forward as part of the newly created Surface Transportation Block Grant Program.
- Funding levels have increased in most program categories by about 5 % and state DOT's have greater flexibility allocating funds between program categories.
- There was a roundtable discussion on how to coordinate and integrate ICIP lists and local comprehensive plans with the NPRTPO's Regional Transportation Improvement Plan Recommendations.

**NCRTD Update:**

Staff attended the March 4, 2016 NCRTD Board of Directors Meeting. Board discussion and action included the following:

- The NCRTD approved allowing Veterans to ride fare free on the Taos Express and Mountain Trail routes, all other NCRTD routes are already fare free to any rider.
- The NCRTD directed staff to pursue arrangements that will provide La Cienega transit service to special weekend events, like the Wine Festival and Viva Mexico.
- The NCRTD approved a letter of intent to the City of Santa Fe to explore the possibility of merging NCRTD and Santa Fe Trails transit services. NCRTD also approved \$15,000 to be used as NCRTD matching funds for a FTA \$150,000 study on the feasibility of the merger. The City would also contribute \$15,000 local match for the study. NCRTD will develop the scope in consultation and coordination with the City. The NCRTD and the City will select the consultant, and NCRTD will enter into the contract with the consultant.

Staff assisted and coordinated with Public Works and NCRTD to identify bus stop locations for the La Cienega pilot route on March 3, 2016. The La Cienega 6 month pilot transit route began service March 28. There are three roundtrips per day: morning, midday, and afternoon, Monday through Friday. Park and Ride is available at Las Golondrinas, NM 599 Rail Runner Station, and Santa Fe Place Mall.

**Community Organizations and Registered Organizations**

Staff has continued implementing of the SGMP through the outreach and coordination of the Community Organization and Registered Organization process. Resolutions to establish Community Organizations were approved for San Pedro, San Marcos and Cerrillos at the March 29, 2016 BCC meeting. Additionally, applications for 6 Registered Organizations were processed in March. Staff continues to meet with community groups and providing start-up assistance with additional communities.

**Transfer of Development Rights Program**

Staff has continued development of the Transfer of Development Rights (TDR) Program. The BCC approved Resolution 2016-33 to implement the TDR Program on March 29, 2016.

**Economic Development Division**

Staff attended the EVEDA Board meeting on March 11, and discussed the Annual Meeting, which is April 5 at Alta Maes Heritage Inn, Edgewood. The Board also discussed the El Cabo Wind Farm, which is 900 MW over 3 phases, with approx. \$4.5 million PILT for local entities. Google is selling its building in Moriarty, and recruitment efforts are underway to find an appropriate business (potentially aviation/drone related).

The REDI Net Board of Directors met 5 times in March. The Board re-issued an RFP for Management Services, and is in the process of procuring Fiscal Agent services. The next meeting is April 7.

Economic Development and Finance staff worked with SF Studios, NM Film Office, and IATSE Local 480 to positively verify the completion of the economic development goals, which included 500,000 job hours, for the Santa Fe Studios LEDA contract.

**North Central NM Economic Development District (NCNMEDD)**

NCNMEDD cancelled its Board mtg in March for lack of a quorum. The next meeting is May 13.

**Building and Development Services Division****Permits and Development Review**

The following statistics are provided for permits and approvals issued in March 2016:

	March 2016
New Residential Permits - Stick Built Homes	16
New Residential Permits - Manufactured Homes	5
Commercial Building Permits	4
Number of Lots Created – Major Subdivision	0 Lots
Minor Subdivisions	0 Lots
Exemptions	2 Lots
Commercial Business Licenses	2
Home Occupations No Impact	4
Home Occupations Low Impact	2
Film Permits	1

**Code Enforcement**

The following statistics are provided for code enforcement actions in March 2016:

	March 2016
Number of Initial Notices of Violation Issued	16
Number of Final Notices of Violation Issued	3
Number of Notices of Violation resolved without court action	14

**GIS Division****E911 Addressing**

In March staff inspected 1496 addresses and replaced 581 rural addressing signs.

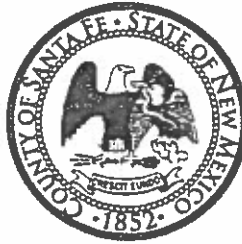




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*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

**Pablo Sedillo, III**  
*Public Safety Director*

**To:** Santa Fe County Board of County Commissioners  
**From:** Pablo Sedillo, III  
Public Safety Department Director  
**Via:** Katherine Miller  
County Manager  
**Date:** April 26, 2016  
**Re:** SFC Public Safety Department Monthly Report for March 2016

The purpose of this memo is to provide you information relative to the SFC Public Safety Department for the month of March 2016.

## **CORRECTIONS DEPARTMENT**

### **Adult Detention Facility (ADF)**

#### **Administration/Security**

- The Santa Fe County Adult Detention Facility had 731 intakes and 719 releases for the month of March.

#### **Compliance/CQI/New Hires/Staffing**

- Molly Archuleta, RN, Kathleen Silva, RN and Ardis Thomas went to the Santa Fe Community College to speak with their nursing class about job opportunities at SFCADF.
- Interviewed three RNs – all three were selected.
- Placed a Recruitment Ad in The New Mexico Nurse Publication for two issues [March and April]
- Ardis Thomas, Stephanie Martinez and Robert Martinez represented SFC Corrections at the Gobs of Jobs Career Fair and spoke with several potential candidates for security positions; no nursing candidates.
- Compliance and CQI continue to work on the NMAC reaccreditation, reviewing files. NMAC three year reaccreditation will be conducted this year, sometime around September 2, 2016; therefore all files will need to be in compliance by the end of July, no later than the first week of August.
- Vacancy Rate for Detention Officers was 30% during the month of March 2016.

#### **Programs**

- Three inmates successfully completed a three week Creative Writing, Meditation and Art Class.

### **Electronic Monitoring Program**

- Providing services to 448 clients.
- There were 50 successful releases for March.
- Clients Financial Obligation – Paying - 27%, Waived - 0%, Unemployed - 72%, Out of County - 1%.

## **Youth Development Program (YDP)**

### **Special Activities**

- On March 17, 2016, a delegation of international lawyers from Afghanistan visited the Santa Fe County Youth Development Program. This group was sponsored by the US State Department through the Santa Fe Council of International Relations. This group chose Santa Fe, NM as a destination to study the criminal prosecution and defense processes. This group was interested in programs that are provided to the youth here at the facility and to discuss legal aid provided to our residents. A report of their visit will be forwarded to the County to highlight their experience and give feedback of the visit.
- On March 8, 2016, submitted entry to the NACO 2016 Achievement Award for Libraries (Entry#105459). During the past couple of years of the *Biblioteca Amigos Library*, many positive changes have transpired for our residents at the Santa Fe County Youth Development Program. The tremendous community outreach and involvement has made the difference in the lives of the youth. We are able to better serve them as they transition, by bridging a gap between the community and Santa Fe County Youth Development Program. This has brought quality programming and a supportive environment. The benefits have shown to impact not only residents but also the families of the children within the program.
- Lia Gotz, Co-Producer has requested to utilize Santa Fe County Youth Development Program to film for a production called "Up the River." The film is a redemption piece about two sisters reconciling over past complications. Lia Gotz and her crew members are film students from the Santa Fe University of Art & Design. Filming has been requested for middle part of April 2016.
- Poetry special event is tentatively scheduled for September 2016.

### **Training/Seminars**

- Volunteer Orientation conducted with Narcotics Anonymous and Outside In on March 4, 2016.
- Volunteer Orientation conducted with Alcoholics Anonymous on March 11, 2016.

### **Inspections/Audits**

- Santa Fe County Fire Marshall Annual Inspection conducted on March 2, 2016.
- First Defense Quarterly Inspection for Fire Suppression System conducted on March 17, 2016.

### **Day Reporting**

- Day Reporting Program resumed operations on August 31, 2015.
- There have been a total of six referrals since August 31, 2015. Last referral that we received was on March 25, 2016. Resident who was referred on this date never participated in programming due to probation not sending for Spring Break.
- Santa Fe Public Schools has not provided Teacher for the Day Reporting Program.
- MOU received by email from the City of Santa Fe on February 11, 2016.
- Billing Invoice will be resubmitted to the City of Santa Fe for the Day Reporting Program to reflect from August 31, 2015 to present.



### March 2016

○ Intakes	○ 40
○ Releases	○ 47
○ Male Intakes	○ 28
○ Female Intakes	○ 12
○ Average Daily Population	○ 22

#### YDP Facility Improvements

- Front Doors to Administration replaced.

### FIRE DEPARTMENT

Total Emergency Responses – 522

EMS – 412

Fire and other related calls – 110 (22 fires)

#### Operations and Administration

- Career Fire Academy continues. 10 cadets proceeding well through Firefighter I & II. Graduation scheduled for May 6<sup>th</sup>.
- SFCC Paramedic class also proceeding well. Our two paramedic students are in clinical rotations.
- Ambulance billing revenue \$68,828 for the month. Annualized revenue in line with budget.
- Personal Protective Gear inspections and repairs underway.
- Contract negotiations with Fire Union on-going. Current contract has expired.
- Hazard Mitigation Plan work continues. Reviewing draft mitigation strategies.
- Pilgrimage planning and scheduling completed.
- Took delivery of a new Tesuque District fire engine.
- Took delivery of three mini-pumpers for Agua Fria, Galisteo, Edgewood.
- Budget planning completed and budget submitted.
- Completed approval process for Agua Fria Training Tower.
- Work on completing the purchasing requirements for nine District grants for equipment and apparatus.
- Twenty acre wildland fire in Jacona; career and volunteer staff, including the Wildland Division responded.
- Fleet responded to 4 structure fires to provide breathing air support.

#### Fire Prevention and Wildland

- Business registrations – 10
- Development Reviews – 36
- Burn Permits – 15
- School and business inspections – 7
- Hydrant testing - 32
- Pre-school/School fire and injury prevention presentations/Health Fair – 2
- 3 wildland training sessions conducted for 57 firefighters
- Acres burned – 22

## **Volunteer Recruitment and Retention**

- New member applications recruited and approved – 10 (YTD 22).
- Extensive work directing the 2016 career cadet academy; currently serving as Officer in charge.
- Completed application to participate in Volunteer of the Future Pilot Program.

## **Emergency Management**

- Santa Fe Public Schools District Safety Committee meeting.
- Provided planning, coordination, and on scene incident management for Santuario de Chimayo Pilgrimage. Over 60 agencies participated to provide public safety services.
- Participated in the 2016 Waste Isolation Pilot Plant (WIPP) training exercise planning meeting for Santa Fe County.
- Work on developing SFC Hazard Mitigation Plan continues. Conducted the Southern Region Community Mitigation Planning Meeting.
- Conducted 3 classes on Multi-Casualty Response during Hostile Environments for all shifts/SFCSO. Downed Officer Response kits issued.
- Submitted NM Homeland Security grant application for a single project – Bearcat Tactical Vehicle for SFCSO.
- Attended the NM State Hazardous Materials Safety Board Meeting.
- Attended the Moriarity/Edgewood School Emergency Response Team meeting.
- Facilitated Technical Rescue Team training throughout the month.
- Maintain operational readiness of Fire Department/Emergency Management equipment and apparatus.
- Responded to Jacona wildland fire and provided Emergency Management functions.
- Hired an Emergency Management Special Projects Administrator.

## **RECC**

### **Operations**

- Total Telephone Calls Handled (incoming and outgoing)
  - March – 31,896
- Total calls Received via 911
  - March – 6,582
- County calls requiring response agency dispatch
  - March – 7,254
- City calls requiring response agency dispatch
  - March – 13,285
- Town of Edgewood calls requiring response agency dispatch
  - March – 522

### **Staffing**

- Currently advertising for 7 vacant Trainee Positions

If you have any questions, I can be contacted at 992-3092. Thank you.





Henry P. Roybal  
Commissioner, District 1

Miguel M. Chavez  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner, District 5

Katherine Miller  
County Manager

## MEMORANDUM

**DATE:** April 8, 2016  
**TO:** Board of County Commissioners  
**VIA:** Katherine Miller, County Manager  
**FROM:** Michael Kelley, Public Works Department Director

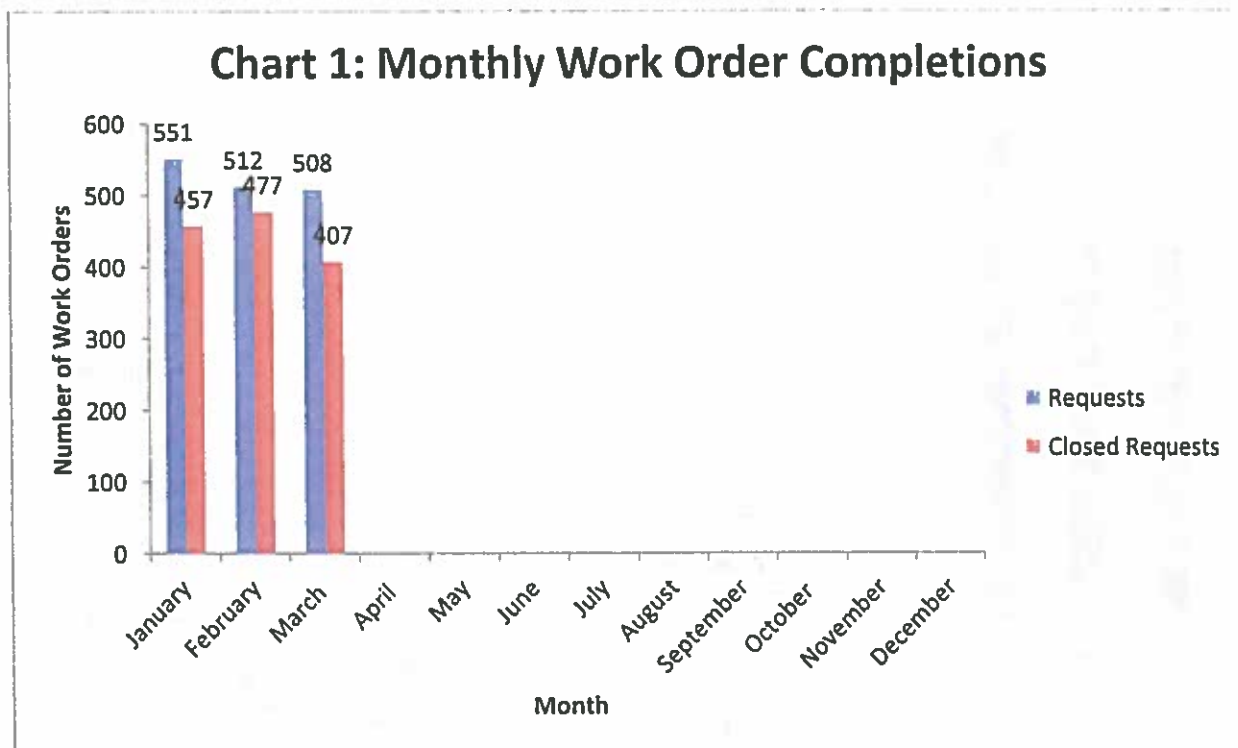
**ITEM AND ISSUE:** BCC Meeting April 26, 2016  
Public Works Monthly Report for March 2016

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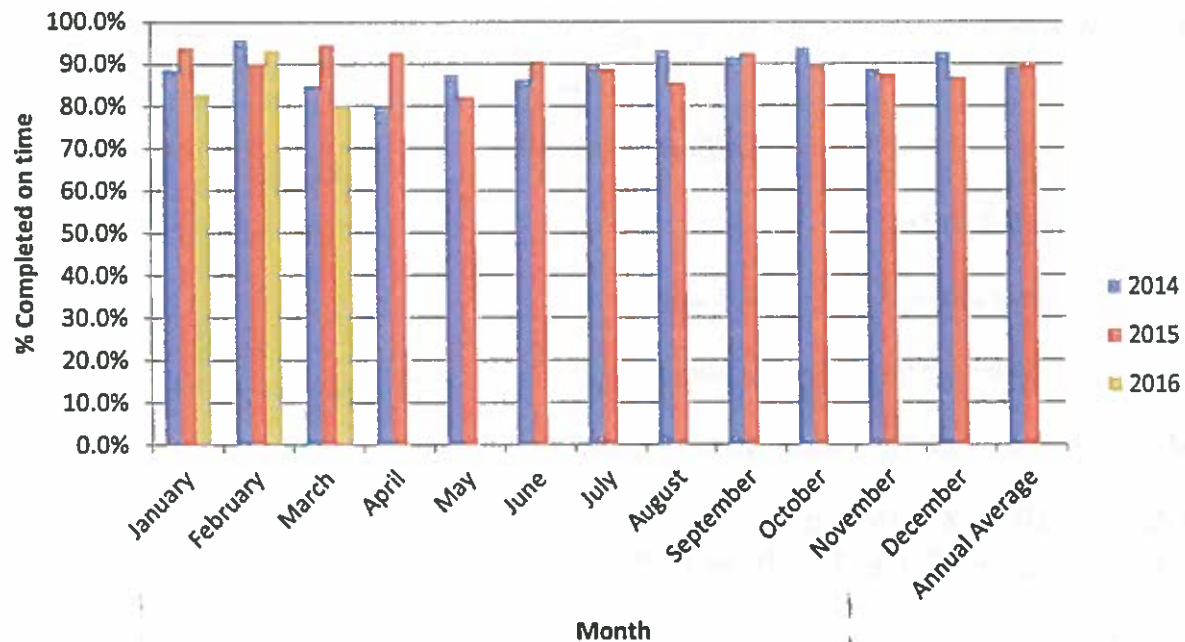
### DISCUSSION

#### Operations and Maintenance

Charts 1 and 2 below show our monthly work order volume. A more detailed break-out can be seen in Table 1, attached.

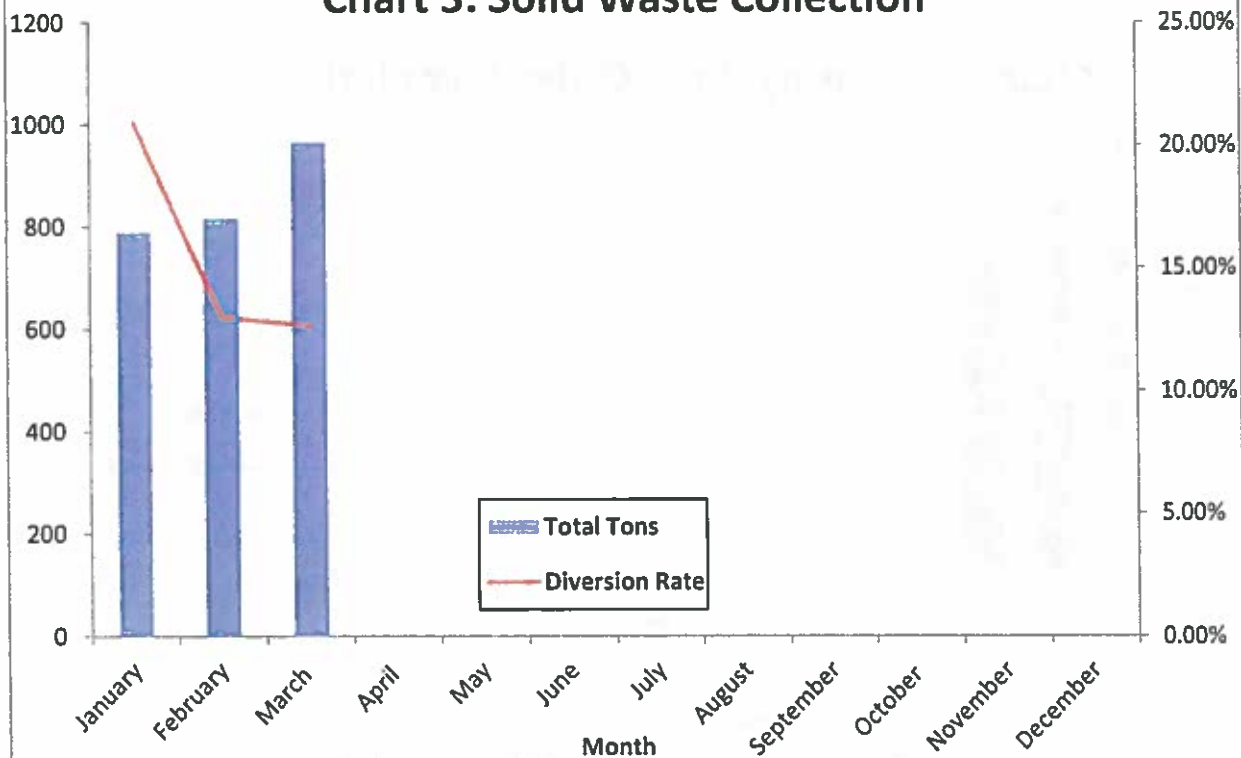


## Chart 2: Year-to-year Work Order Completion Rates



**Solid Waste:** The County average diversion rate was 14.45% in 2015. The month of March diversion rate was 12.64%, bringing the year-to-date average to 15.51%. See chart below.

## Chart 3: Solid Waste Collection



Solid waste permits sales are shown below.

Permit Type	Number of Solid Waste Permits Sold	
	Mar 16	CY16
1-trip	30	58
6-trip	33	101
6-trip/senior	11	30
6-trip/low income	1	5
6-trip/veteran	6	9
12-trip	179	478
12-trip/senior	126	335
12-trip/low income	2	5
12-trip/veteran	16	60
Bag tags	64	186

**Utilities:**

- Phyllis Bustamante has revived the Utilities GIS based system map and has it up and running. During the month of March, a number of useful maps were produced, including an Aamodt map showing the well election status. Critical maps were also produced for the update of the sampling plans (see below).
- The utility service application process has been improved significantly. The process has been changed to ensure adequate inspection of service sites prior to approval. Phyllis Bustamante is the lead person, and the new process engages all other utilities staff as needed to ensure that new services are adequately vetted.
- The sampling plans for all 6 public water supplies have been updated to conform with the requirements of the federal Revised Total Coliform Rule. All sampling plans have been approved by NMED>
- The federal court approved the Aamodt settlement and issued an interim administrative order and issued a partial decree on Pueblo water rights. This paves the way for implementing the settlement agreement and construction of the Regional Water System.

**Project Delivery:**

**Road Projects:**

- **CR67F, La Barbaria Drainage and Road Improvement Project:** Project survey and data collection is expected to be completed by Louis Berger Group by April 1, 2016. 30% design drawings should be submitted by June 17, 2016. Louis Berger will provide an updated design schedule once the survey data has been received.
- **NE/SE Connector Alignments:** Amendment No. 2 for the MOU between NMDOT and Santa Fe County for design and construction of the NE Connector has stalled at NMDOT. The Projects Division is working with Keith Wilson and Robert Martinez is working for resolution to outstanding issues before proceeding.

## MOU

On February 26, 2016, NMDOT scheduled a meeting with Santa Fe County to discuss the status of the MOU amendment. NMDOT informed Santa Fe County that the signed MOU Amendment No. 2 was not provided to/reviewed by the required upper management during the review process. Mr. Armando Armendariz with NMDOT will hold a meeting with the required NMDOT personnel to review the amendment documents and determine if NMDOT can or cannot move forward with the approval of MOU Amendment No. 2.

## Co-operative Agreement S100120

Subsequently, on March 1, 2016, Santa Fe County received a phone call from William Montoya who takes care of our reimbursements from NMDOT for the NE/SE Connector Corridor and Alignment Study. William informed me today that he spoke with Robert Bency with FHWA in regards to the updates on the reimbursements from the County. William informed Robert Bency that the Phase A/B report was completed and approved by NMDOT. Robert Bency informed him to close out the Co-Operative Agreement being that the Phase A/B report was completed. William then informed Robert Bency that the County has an executed Amendment to include Phase C as part of the Co-operative Agreement, as directed by NMDOT. Robert Bency reviewed that amendment and is in disagreement with the language used in the amendment and still stands on his initial decision to close out the Co-Operative Agreement because the scope of work on the initial agreement only calls out for Phase A and B only. William Montoya has suggested that he set up a meeting with Robert Bency (FHWA) and Stephen Lopez (NMDOT) and Santa Fe County staff to discuss.

On March 2, 2016, Santa Fe County contacted Mr. William Montoya to hold off setting the meeting with Mr. Bency and Mr. Lopez until further notice.

On March 7, 2016, Santa Fe County was contacted by Mr. Armendariz to provide information regarding an upcoming meeting between NMDOT Cabinet Secretary and Santa Fe County. The Meeting scheduled for March 21, 2016 was cancelled.

- **CR55A General Goodwin Drainage and Road Improvements:** On March 2, 2016, Santa Fe County contacted Mr. Verlyn Miller and asked to provide cost comparisons for the road design improvements along NM 14 versus the initial design for the first segment of road on CR55A. On March 8, 2016, Miller Engineering was given direction, as per approval of Robert Martinez, to proceed to incorporate the design along NM14 into the final design for the road improvements. This should be the last item to complete the road design.
- **CR54 Los Pinos All Weather Water Crossing:** IFB review is 90% complete. Amendment to Bohannon Huston's contract to add Inspection Services has been approved and executed. As of March 28, 2016, no entitlement to move forward with removal of the culverts. Santa Fe Legal Department will keep us posted as they gain the necessary approvals.
- **Old Santa Fe Tail Multi-Modal Road Improvements:** Road widening work began on February 29, 2016 with the installation of the required curb and gutter. Working with Salls Brothers Construction on the forthcoming submittal of new fencing specifications required for the Ortiz Property. The work is progressing smoothly.
- **Vista Redonda Drainage and Road Improvements:** Mediation resolved the issues between SFC and the contractor pending approval by the CMO. Work has resumed and no further delays are anticipated.



- **CR50A San Jose Road Drainage and Road Improvements:** As of On February 26, 2016 conducted a project site visit with Public Works Director and updated him on the ROW, drainage and drainage easement issues in all three segments of Morris Engineering's priority plan. Mr. Kelley will be discussing this with management to determine if this is a viable project to move forward.
- **CR89C Calle Catalina:** EA Phase I reporting began on December 7, 2015. Land acquisition appraisals began December 14, 2015. Individual meetings with property owners scheduled for January 14, 2016 and January 16, 2016. Completed all coordination with residents along CR89C for the Phase I EA report on January 27, 2016. Draft of appraisals received on January 30, 2016. Forward appraisals to Mr. Terry Lease to review. Meeting with individual property owners will have to be scheduled to review the road design and discuss the impacts to their properties. Determination will be made to include the costs for replacing private property in the appraisals or design drawings. Santa Fe Engineering will be developing exhibits to provide the affected property owners a clear understanding as to how the drainage and road design impact their property. Will need to schedule a meeting with Santa Fe Engineering to review the proposed costs for this project.

**2016 ANNEXATION PHASE 2C ROAD PROJECTS** – Meeting with Bill Taylor was held to discuss the bid process for the upcoming annexation projects. Mr. Taylor has approved the process to invite the contractors on the On-Call contract to bid on these projects. On March 7, 2016, staff received authorization from Bill Taylor to proceed with contractor meetings.

- **Remuda Ridge Subdivision** - Completed road measurements on October 28, 2015. Estimates and bid sheets are being developed. Meeting scheduled for February 11, 2016, with Purchasing to discuss moving forward with On-Call Construction Services. Submitted bid packet to Finance on February 19, 2016 and received letter of authorization to proceed from Purchasing Manager to schedule a Pre-Bid meeting with On-Call Contractors on March 7, 2016. A meeting was held with contractors on March 28, 2016. Quotes are due April 4, 2016.
- **Rancho de la Luna Subdivision** - Completed road measurements on November 10, 2015. Estimates and bid sheets are being developed. Meeting scheduled for February 11, 2016, with Purchasing to discuss moving forward with On-Call Construction Services. Submitted bid packet to Finance on February 19, 2016 and received letter of authorization to proceed from Purchasing Manager to schedule a Pre-Bid meeting with On-Call Contractors on March 7, 2016. A meeting is scheduled with contractors for April 6, 2016 for quotes.

#### **2015 Bond Road Project**

- **Race Track Subdivision** –Project site visit was conducted February 12, 2016 with Mr. Kelley. Decision as to how to proceed with this project will be determined after site visit discussions with Mr. Kelley are completed. Received Santa Fe Engineering's proposed costs to complete the required engineering services, drainage/road construction, donated easement surveys, ESA Phase I Survey and cultural survey, monitoring and mitigation costs. Current project budget is \$317,134.87. Proposed engineer's projected construction cost is \$770,233.93. Cultural survey, monitoring and mitigation costs alone equals \$120,000.00 (not including NMGR) based on what information is known to exist in this project's cultural area identified as LA-16.

**2016 Bond Road Projects** - Meeting with Bill Taylor was held to discuss the bid process for the

upcoming annexation projects on February 11, 2016. Mr. Taylor has approved the process to invite the contractors on the On-Call contract to bid on these projects. PPR Packet was submitted to Purchasing on February 19, 2016. On March 7, 2016, received authorization from Bill Taylor to proceed with meeting with contractors. Pre bid meeting scheduled with contractors on March 11, 2016.

- **1<sup>st</sup> Street Improvements for Cerrillos:** Staff submitted bid packet to Finance on February 19, 2016 and received letter of authorization to proceed from Purchasing Manager to schedule a Pre-Bid meeting with On-Call Contractors on March 7, 2016. Meeting was held March 8, 2016 with representatives from this community.
- **Pinon Hills Subdivision** - Completed road measurements on November 16, 2015. Estimates and bid sheets are being developed. Funding is budgeted. Meeting scheduled for February 11, 2016, with Purchasing to discuss moving forward with On-Call Construction Services. Submitted bid packet to Finance on February 19, 2016 and received letter of authorization to proceed from Purchasing Manager to schedule a Pre-Bid meeting with On-Call Contractors on March 7, 2016. A meeting was held with contractors on March 28, 2016. Quotes are due April 4, 2016.

#### **Facilities Projects:**

- **Ken and Patty Adam Senior Center/County Community Center:** Substantial completion for this project was attained on April 1, 2016. The letters for the buildings were delayed for the front entrance and are scheduled to be installed by April 15, 2016. The contractor is working on the punch list created at a walk through on Wednesday, March 30, 2016. The Test and Balance is scheduled for next Wednesday, April 6, 2016. First and only Change Order to resolve all outstanding issues is scheduled to be delivered to the Manager's office by April 11, 2016. The ribbon cutting is being coordinated for a date after May 1, 2016 by the CMO.
- **Glorieta Fire Station #2:** The plumbing contractor continues with the plumbing rough-in. The footings are scheduled to be poured on Monday, April 4, 2016. Work is progressing smoothly.
- **Galisteo Fire Station Apparatus Addition:** The programming phase is complete. Per the new code a variance will be required for setbacks for the new addition. The project will be presented to the Technical Advisory Committee on April 7, 2016. Dates for the follow up hearings required are to be determined. Construction drawings 95% review is scheduled for April 19th.
- **Rancho Viejo Fire Station Staircase:** The PM is working with the Purchasing Division to hire a contractor.
- **Agua Fria Fire Station Training Center Site Improvements:** The project is on hold until a BAR is approved for the project.
- **Santa Fe Mountain Center Renovation:** The PM is working on the scope of work. The solicitation for Architect/Engineering services will be handled via a Letter of Interest (LOI)

utilizing architects that are on the A/E

- **Hwy 14 – Town of Cerrillos Senior Center:** The proposals for A&E Services deadline was March 17, 2016 with 10 firms submitting proposals. The Evaluation Committee is scheduled to meet on Monday, April 4, 2016 to begin the selection of firms that will be invited for oral presentations. Final selection and award of contract is scheduled for May 10, 2016.
- **Glorieta Fire Station #1 - Insulation Installation:** The PM is working with the Purchasing Division for the solicitation of a contractor.
- **Nancy Rodriguez Community Center:** The Design Contract has been executed and the PO will be sent to me via inter-office email. The PM will schedule a kickoff meeting for the week of April 11, 2016.
- **Plan and Design Improvements at County Fairgrounds Ag Extension Office:** The proposal from the A/E has been received. Negotiations were held on April 5, 2016 with Scott Anderson and Assoc. Richard Morris is updating the survey for A&E planning work. The PM is completing the application for water and waste water connection to the City.
- **Catron Street Complex – Programming Phase:** An initial planning and coordination session with Spears Horn to review their project management plan for moving forward with the project. Programming interviews with Department Directors to begin scheduling the week of April 11, 2016. Staff is working with Eric Blinman, OAS, to plan the next series of archaeological testing to be coordinated with the A/E team in their scheduling efforts.
- **Catron Street Complex - Commissioning:** The Board of County Commissioners approved the contract for commissioning with Environmental Engineering, Inc. (Matt Davis) at their regularly scheduled meeting March 29, 2016. Matt Davis will begin with a draft Owner's Project Requirements (OPR) once he has the PO.
- **District Attorney Office Remodel:** Staff is currently working with legal to clarify remaining issues regarding the assignment of the Design Services contract to Lloyd Associates Architects so as to facilitate the amendment to the contract with Ellis-Browning to Lloyd Associates Architects.
- **Adult Detention Facility Master Plan:** The RFP for Design Services of the Master Plan has been sent to purchasing. PM is awaiting assignment to a buyer.
- **PW Expansion Phase II:** The RFP for Architectural Design services was advertised March 27-28. The pre-proposal meeting is scheduled for April 6, 2016 at the Public Works conference room.
- **PW Admin, HVAC Upgrades:** Bill Taylor has accepted the State GSA Professional Service Contract as the vehicle to procure Mechanical engineering services with EEI. The consultant will provide a cost proposal based on parts I & II of his proposal. Part III is TBD upon completion of the phases I & II.
- **Stanley Cyclone Center-Phase 2:** The Arena Building is being erected and siding applied. The Fire line and Tank is about 80% complete. Secondary power is needed for the Fire Pumps this will be on the North East side of the property PO was sent to Power Company waiting on

schedule. The Sub-Contractor has completed erecting the rough framing 100% complete. Sub-contractor has completed asphalt road improvements, still need stripping. Contractor would like to start framing interior wall next week.

- **Leo Gurule Basketball Court Replacement:** Staff is working on details for the Scope of work.
- **Nambe Parking Lot Improvements:** Staff has contacted DOT to see what can be done about water that is entering the facility from the DOT R-O-W. DOT will call Staff the first week of April to schedule a meeting on site to look at what could be done.
- **Bennie J Chavez Septic System:** IPR has been set for review.
- **Edgewood Fire Station/Cedar Grove #2 ADA Upgrades:** A&E services are being procured for this project.
- **Edgewood Senior Center ADA Upgrades:** A&E services are being procured for this project.
- **Adult Detention Facility: Server Rooms:** The Walk-thru for substantial completion was conducted with Conron and Woods Architects & Prime Builders, LLC on March 28, 2016, punch list has been forwarded to contractor. Final walk-thru will be scheduled as soon as punch list items have been completed. Final completion date is scheduled for May 12, 2016.
- **Jacona Transfer Station: RFP** – Construction Proposals are due March 31, 2016, Evaluation Committee began review on April 1, 2016.

#### **Utility Projects:**

- **Quill Wastewater Treatment Facility Sludge Disposal Plan–Construction Phase:** Project Manager has submitted documentation to hire Waste Hauler/Contractor to remove and dispose of sludge in compliance with NMED requirements. Disposal Management Plan has been approved by New Mexico Environment Department.
- **Vista Aurora Subdivision Sewer Line Upgrade–Design Phase:** Project Manager is proceeding with the procurement of Engineering Design Services.
- **La Cienega Water Line Improvements–Construction Phase:** This project is on hold until a grant extension is approved by the Water Trust Board scheduled for April 13, 2016. Projected BCC approval is April 2016 assuming the extension is granted.
- **Old Santa Fe Trail Multimodal Project–Construction Phase:** Contractor is paving and upgrading drainage structures.
- **Madrid Fire Station Fire Protection System–Design Phase:** LOI for a Preliminary Engineering Report is being circulated by Purchasing for professional services.
- **Lamy Junction Waterline Extension–Design Phase:** Negotiations for the Ellis Water Tank and Road Easements is being concluded. The two remaining issues are closing date and compensation amount. Completion of Lamy Junction design is pending easement acquisition.
- **TL6S Waterline Extension–Design Phase:** Design is completed. Project Manager is obtaining a Cultural Resource Monitoring Plan to be including in bidding information.

- **Agua Fria Utilities Plan-Design Phase:** Project Manager is proceeding with the procurement of Engineering Design Services.
- **Chupadero Hydrologic Survey Planning Phase:** Daniel B. Stephens has been selected to provide the requested services.
- **Greater Chimayo MDWCA:** Staff sent information on the proposed project scope for improvements to be supported by SFC. Entire project spans county line with approximately 2/3 in SFC and 1/3 in RAC. So as not to inflame the Rio Arriba / Santa Fe County border issue, staff requests some guidance before explicitly informing the Chimayo Board that we will only be able to support that part of the waterline within Santa Fe County. (BTW, Cuatro Villas will also soon respond with the information we need to proceed with the MOA for them as well.)
- **The Socorro County Manager declined purchase of Lemitar Farm:** In proceeding to procure a flat MLS listing of the property (a one year listing for \$400 with no percentage of sale) with a local realtor willing to take a PO (Steve Hardy) I found that his packet has an indemnification clause that he is not willing to remove. Other flat MLS websites require a credit card and have click-through agreement language that is not immediately visible. Shall we hire a Socorro area Realtor to list this property?

#### **Park and Open Space:**

- **Romero Park:** The Landscape Contractor's work is suspended until the spring. We will schedule a meeting in mid-March to assess the weather conditions and determine a restart date. The restart date is currently set for April 11, 2016. The Landscape Contractor will remobilize at that time to complete the irrigation, landscaping and installation of the sod. Received executed Change Order No. 4 on February 19, 2016. The remainder of the playground equipment is scheduled to arrive in mid-April. Staff will coordinate the installation with the Landscape Contractor when the equipment arrives.
- **Arroyo Hondo Trail:** Roberta Joe is working with the CCAA attorney to revise the ROE. Sent ROE to La Pradera to review on January 26, 2016. Followed up with La Pradera on February 22, 2016. Followed up with Warren Thompson on February 1, 2016. The engineer sent a request for LiDAR data to our GIS Division on February 23, 2016. The Engineer is updating the project schedule.
- **Mt. Chal:** Direction on how to accomplish the lot split that is necessary in order for the County to buy the fee interest in the 4.5 acre cap area from Mr. Aitken requires discussion. Below is the disposition of property acquisitions involved:

#### **Glockhoff**

- Gail Glockhoff is ready to sign the purchase agreement.
- The title company is reviewing the title research on the 10 acre parcel that was sold to the Tennessee and Los Cerrillos Mining Company by the original grantee of the mining patent in 1872 without a legal description to see if it is sufficient to remove that exception from the title.

#### **Aitken**

- Made offer to Aitken for the access easement and cap area for the appraised value of \$533,450.
  - Mr. Aitken requested land use approvals as part of the settlement (a lot split and approval of a development plan for cabins to rent to tourists). We said the County would not grant any land use approvals as part of the acquisition. We countered with a proposal to purchase the whole parcel for the appraised value of \$620,500.
  - Mr. Aitken claimed he had mineral rights that had value and that value was not accounted for the appraisal. Tierra Row solicited cost proposals for a mineral appraisal. The cost for an appraisal for both aggregate and metals was between \$50,000-\$80,000. The mineral appraiser who reviewed the documentation Mr. Aitken provided on his minerals to prepare a cost proposal informally advised Tierra ROW that Mr. Aitken does not have the additional value he thinks. Without any assurance from Mr. Aitken that he would agree to sell the whole property if it turned out he did not have any additional value, Tierra ROW advised the County not to pursue the mineral appraisal.
  - Tierra ROW informed Mr. Aitken that the County would not complete a mineral appraisal and restated the offer to purchase the whole parcel for \$620,500. Mr. Aitken declined the offer.
  - Tierra ROW restated the offer to purchase the access easement and cap area for \$533,450. Mr. Aitken is having his attorney review the purchase agreement. Mr. Aitken countered that he wants an additional \$75,000. Tierra ROW is negotiating with him.
  - Tierra ROW has advised that it would be better for the County to reach a negotiated settlement than to go to condemnation. Right now the BCC has only authorized the purchase of the property at the appraised value of \$533,450. Tierra ROW is working to negotiate a settlement comparable to the cost to condemn the property, which they estimate at \$40,000.
- **Pojoaque Sports Fields:** Received Amendment No. 2 to the Landscape Architect's contract for the Phase II design services February 23, 2016. Gave the Landscape Architect Notice to Proceed on the Phase II design on March 1, 2016. Met with Commissioner Roybal to review the parking alternatives on February 26, 2016. Received purchase order for outfield fence on February 23, 2016. Placed order on February 24, 2016. Expect delivery by April 1, 2016.
  - **Rio Quemado Watershed Restoration:** Construction is suspended for the winter. The contractor will remobilize in the spring to complete construction of the structures on the Rio Quemado. Expect completion in May 2016. The engineer submitted a change request to the Contractor to reduce the amount of rock required for the Senora Epitacio de Agüero and At Grade Crossing structures and with the cost savings add the Los Ranchos and Jaramillo stream stabilization structure to the construction contract on February 17, 2016. Scheduled a meeting with the contractor on March 4, 2016 to assess the weather conditions and discuss a re-start date and to discuss the proposed change order. Submitted Change Order No. 1 to purchasing to extend the contract time due to the winter suspension on March 1, 2016.
  - **Thornton Ranch Open Space:** Submitted the SLO Business Lease Application on January 6, 2016. Scheduled tribal consultation meeting March 9-10, 2016. Sent out

invitations on February 5, 2016. Met with Landscape Architect and Cultural Resource Consultant to review preliminary trail alignment concepts in preparation for tribal consultation meeting on February 5 and 8, 2016. CR consultant is scheduled to submit draft Cultural Resource report at the beginning of March. Will present the project to the BLM NEPA review meeting on April 12, 2016.

- **Agua Fria Monument Sign:** The purchase order was closed on February 5, 2016. Need to re-budget balance of \$26,921.79. Staff identified a potential location for the West Monument Sign. Scheduling meeting with land use to determine the land use and set back requirements for the monument at the proposed location.
- **Santa Fe Rail Trail:** The bids were due February 29, 2016. The County received 3 bids. The apparent low bid is under the engineer's cost estimate. The engineer submitted the bid evaluation on March 1, 2016. Purchasing is preparing the letter requesting concurrence from NMDOT to award the contract. Plan to award the construction contract at the March 29, 2016 meeting. Submitted revised Reimbursement Request No. 3 Final to NMDOT for the balance of the grant on February 19, 2016. Scheduled meeting with Commonweal Conservancy on March 16, 2016 to discuss easements for Segment 6.
- **El Camino Real Retracement Trail FLAP project:** Tribal Consultation Letter was sent out on February 5, 2016. Public Scoping Letter was sent out February 9, 2016. NEPA and design review meeting was held February 17, 2016. Public Meeting held on February 17, 2016 from 5:30 to 7:30 at the Nancy Rodriguez Community Center. Public comments for the scoping phase are due March 17, 2016. The Engineer sent out Chapters 1 & 2 of the EA and the Biological Assessment and Biological Evaluation for review on February 26, 2016. The Engineer is working on the NEPA analysis and will circulate a draft of the EA for agency review by April 1, 2016.
- **Santa Fe River Property Acquisition:** Section "A" – The Hilgendorf property, the second largest parcel in the project, closed on March 3<sup>rd</sup>. Anthony Romero signed his Purchase Agreement on February 26<sup>th</sup>, the Title Company has begun the Closing Process. Kelly Alcon, Tierra Field Agent, reported he expects signed Purchase Agreements from Costello and Castillo within the next week. Rivera Closing Documents are being prepared by the Title Company, mortgage issues being resolved. Staff is working with County Legal to resolve City permitting issues for moving Mr. Boylan's mobile home. Final overlap issues are being resolved by Karl Sommers, Mr. Boylan's attorney. Section "B" – Teng & Levy are scheduled for closing on March 11<sup>th</sup>. Staff is meeting with Art Montoya on March 10<sup>th</sup> to discuss his offer. Staff received 6 appraisals in segment "B." Staff has concerns to be discussed with the appraiser over what is considered floodplain and developable land. Section "C" – Staff continues to work with BLM to resolve ownership issues. The Biological Report and Environmental Assessment were submitted to the BLM as per the Patent Application requirements. SK
- **Santa Fe River-El Camino Real Design:** SHPO agreed with the Testing Reports conclusions and approved moving forward with the project. SLO Archaeologist has been out of the office on medical leave for the last few weeks and unresponsive to status inquiries. Ron Winters is following up to determine his substitute.

- **Santa Fe River-Frenchy's to Siler Design Update:** The contract has been fully executed, Notice to Proceed has been delivered.

**ACTION REQUESTED:**

None; for information only.



Table 1: March 2016 Work Order Report  
Property Control

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	10	10	10	9
2	5	5	4	4
3	7	7	5	5
4	9	9	8	8
5	18	18	15	14
All	62	62	60	60
TOTAL	111	111	102	100
		100.00%	91.89%	90.09%

Roads

COMM. DIST.	Overall WO's from public & staff	Overall WO Issued from public & staff	Overall WO Closed from public & staff	Request from public only	On-time request from public only
1	12	12	10	3	1
2	2	2	2	0	0
3	98	98	97	7	5
4	40	40	40	0	0
5	28	28	21	12	5
All	9	9	9	1	1
TOTAL	189	189	179	23	12
		100.00%	94.71%		52.17%

Building Services

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	3	3	3	3
2	3	3	3	3
3	0	0	0	0
4	0	0	0	0
5	7	7	7	7
All	37	37	35	32
TOTAL	50	50	48	45
		100.00%	96.00%	90.00%

Open Space

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	23	23	4	4
2	14	14	3	3
3	19	19	4	3
4	8	8	2	2
5	9	9	2	2
All	24	24	5	5
TOTAL	97	97	20	19
		100.00%	20.62%	19.59%

Pic

COMM. DIST.	Overall WO's from public & staff	Overall WO Issued from public & staff	Overall WO Closed from public & staff	Request from public only	On-time request from public only
1	10	10	10	0	0
2	1	1	0	0	0
3	14	14	13	9	7
4	2	2	2	0	0
5	14	14	13	0	0
All	20	20	20	0	0
TOTAL	61	61	58	9	7
		100.00%	95.08%		77.78%







**Henry P. Roybal**  
Commissioner, District 1

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Commissioner, District 2

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Commissioner, District 3



**Kathy Holian**  
Commissioner, District 4

**Liz Stefanics**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## **MEMORANDUM**

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director *BS*

Via: Katherine Miller, County Manager

Date: April 13, 2016

Re: HR Monthly Report for March 2016

### **Topic:**

The HR Division provides the Santa Fe County Board of County Commission with a monthly report regarding highlighted HR information and events. The purpose of this memo is to provide you with information for the month of February.

### ***Training and Employee Development***

Throughout the month of March, Human Resources conducted twenty-seven training sessions. Three hundred and three employees attended these training sessions. Human Resources has partnered with the University of New Mexico to provide Leadership Training to management. These highly interactive leadership courses are based on John Maxwell's book, The Five Levels of Leadership: Proven Steps to Maximize Your Potential. The objective of these training courses is to help managers identify the leadership traits they possess, recognize the leadership traits in others and to learn how to capitalize on organizational change within their Departments/Offices. Four two-day courses are being offered and Human Resources has completed the first two sessions with 40 managers in attendance.

### ***Employee Benefits and Wellness***

Santa Fe County Human Resources will submit two nominations this year for the upcoming NACO Achievement Awards. The first nomination will be for The Manger's 1 Million Step Walking Initiative. This program was implemented on March 1, 2015 and concluded on December 1 2015. The program challenged employees to walk just 3968 steps every day for 9 months for a total of 1 million steps by the December 1, 2015 conclusion date. The challenge began with 91 participants in March and ended with 30 participants completing the challenge and meeting or exceeding the 1 million step goal. The total for all employees at the end of the challenge was 62,244,337 steps. That is the equivalent of 31,122 miles walked by Santa Fe County employees!

### **Benefits:**

The County has received notification from the State of New Mexico Risk Management Division that the insurance premiums for medical, dental and vision plans will increase by 1% effective July 1, 2016. The new rates will be reflected on the pay check of July 1, 2016. There will not be an open enrollment in July.

### ***Promotions and Recruitment***

During the month of March, the Public Safety Department had four promotions. Jesse Lara Jr. began employment with Santa Fe County November 10, 2014 and was promoted to Adult Detention Officer Lieutenant. Eric Cedeno began employment with Santa Fe County September 22, 2014 and was promoted to Life Skills Worker II. Alicia Storer began employment with Santa Fe County February 26, 2014 and was promoted to Special Projects Administrator. Julie Campos began employment with Santa Fe County December 28, 2015 and was promoted to Emergency communications Specialist III.

The Treasurer's Office had one promotion during the month of March. Madeline Baca began employment with Santa Fe County September 4, 2015 and was promoted to Delinquent Tax Specialist.

The Public Works Department had two promotions during the month of March. Shane Martinez began employment with Santa Fe County May 5, 2015 and was promoted to Maintenance Technician Lead. Robert Sandoval began employment with Santa Fe County September 2, 2003 and was promoted to Project Manager III.

The Sheriff's Office had one promotion in March. Jared Mosher began employment with Santa Fe County March 10, 2014 and was promoted to Sheriff Deputy III. We congratulate all these employees for their great accomplishment.

Attached are the HR Statistics Report, the New Hire Report and the Labor Statistics Report for March 2016 and the list of Years of Service for Santa Fe County Employees for April 2016. If you have any questions, I can be contacted at 992-9886. Thank you.

**Santa Fe County  
Human Resources Statistics  
March 2016**

Department/Office	Division	Reg	Part Time	Full Time	Elected Officials	Temp	Vacancies	Total Positions
01-COUNTY MANAGER	COUNTY MANAGER ADMINIS.	8		8				8
	COMMISSION	5		5	5			5
	HUMAN RESOURCES	12		12				12
	FINANCE	21		21			4	25
<b>01-COUNTY MANAGER Total</b>		<b>46</b>		<b>46</b>	<b>5</b>		<b>4</b>	<b>50</b>
02-LEGAL DEPARTMENT	LEGAL ADMINISTRATION	9		9				9
<b>02-LEGAL DEPARTMENT Total</b>		<b>9</b>		<b>9</b>				<b>9</b>
15-ADMINISTRATIVE SERVICES DEPARTMENT	ADMINISTRATION	3		3				3
	INFORMATION TECHNOLOGY	15		15			2	17
	PURCHASING	7		7			1	8
	MAIL ROOM	1		1				1
	RISK MANAGEMENT	3		3				3
<b>15-ADMINISTRATIVE SERVICES DEPARTMENT Total</b>		<b>29</b>		<b>29</b>			<b>3</b>	<b>32</b>
04-COMMUNITY SERVICES DEPARTMENT	DWI LOCAL	7		7				7
	DWI TEEN COURT	3		3				3
	DWI COMPLIANCE	1		1				1
	INDIGENT HOSPITAL FUND	3		3				3
	EMS-HEALTH CARE	3		3				3
	MOBILE HEALTH FAIR VAN	3	1	2			2	5
	SENIOR PROGRAMS - ADMIN.	29		29				29
	ADMINISTRATION	4		4				4
	POJOAQUE SATELLITE OFFICE					1		0
	EDGEWOOD SATELLITE OFFICE					1		0
<b>04-COMMUNITY SERVICES DEPARTMENT Total</b>		<b>53</b>	<b>1</b>	<b>52</b>		<b>2</b>	<b>2</b>	<b>55</b>
05-GROWTH MANAGEMENT DEPARTMENT	LAND USE ADMINISTRATION	4		4				4
	PLANNING	9		9				9
	GIS	8		8			1	9
	AFFORDABLE HOUSING-COUNTY	1		1				1
	BUILDING & DEVELOPMENT	15		15				15
<b>05-GROWTH MANAGEMENT DEPARTMENT Total</b>		<b>37</b>		<b>37</b>			<b>1</b>	<b>38</b>
19-HOUSING DEPARTMENT	ADMINISTRATION	9		9			3	12
	HOUSING SECTION 8 VOUCHER	2		2				2
	HOUSING CFP - 2013	1		1				1
<b>19-HOUSING DEPARTMENT Total</b>		<b>12</b>		<b>12</b>			<b>3</b>	<b>15</b>
06-PUBLIC WORKS DEPARTMENT	PUBLIC WORKS ADMIN.	13	1	12			1	14
	FLEET SERVICE	9		9				9
	TRAFFIC ENGINEERING	6		6			1	7
	SOLID WASTE	21	2	19			2	23
	ROAD MAINTENANCE	31		31			11	42
	PROPERTY CONTROL	12		12			3	15
	BUILDING SERVICES	18	1	17				18
	PROJECT DEVELOPMENT DIV	8		8			2	10
	OPEN SPACE	4		4			2	6
	WATER	17		17			2	19
	AAMODT	1		1				1
	WASTEWATER	1		1				1
<b>06-PUBLIC WORKS DEPARTMENT Total</b>		<b>141</b>	<b>4</b>	<b>137</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>165</b>
08-PUBLIC SAFETY DEPARTMENT/FIRE	FIRE ADMINISTRATION	27		27			4	31
	FIRE REGIONS	76		76		2		76
	WILDLAND PROGRAM	2		2			1	3
<b>08-FIRE Total</b>		<b>105</b>		<b>105</b>		<b>2</b>	<b>5</b>	<b>110</b>
18-PUBLIC SAFETY DEPARTMENT/CORRECTIONS	ADMINISTRATION	6		6				6
	ADULT FACILITY	119		119			36	155
	MAINTENANCE DIVISION	5		5			2	7
	MEDICAL SERVICES	20		20		1	10	31
	ELECTRONIC MONITORING	6		6			4	10
	YOUTH DEVELOPMENT FAC.	21		21			8	29
<b>18-CORRECTIONS Total</b>		<b>177</b>	<b>0</b>	<b>177</b>	<b>0</b>	<b>1</b>	<b>60</b>	<b>238</b>

**Santa Fe County  
Human Resources Statistics  
March 2016**

21-PUBLIC SAFETY DEPARTMENT/RECC	ADMINISTRATION	41		41			7	48
<b>21-RECC Total</b>		<b>41</b>		<b>41</b>			<b>7</b>	<b>48</b>
<b>PUBLIC SAFETY DEPARTMENT TOTAL</b>		<b>323</b>	<b>4</b>	<b>283</b>	<b>0</b>	<b>2</b>	<b>36</b>	<b>396</b>
09-COUNTY CLERK'S OFFICE	REPORTING & RECORDING	14	1	13	1		7	21
	BUREAU OF ELECTIONS	11		11			2	13
<b>09-COUNTY CLERK OFFICE Total</b>		<b>25</b>	<b>1</b>	<b>24</b>	<b>1</b>		<b>9</b>	<b>34</b>
10-COUNTY TREASURER'S OFFICE	COUNTY TREASURER ADMIN.	13	1	12	1		1	14
<b>10-COUNTY TREASURER OFFICE Total</b>		<b>13</b>	<b>1</b>	<b>12</b>	<b>1</b>		<b>1</b>	<b>14</b>
COUNTY ASSESSOR'S OFFICE	COUNTY ASSESSOR ADMIN.	28		28	1		1	29
	11-PROPERTY VALUATION	10		10			3	13
<b>11-COUNTY ASSESSOR OFFICE Total</b>		<b>38</b>		<b>38</b>	<b>1</b>		<b>4</b>	<b>42</b>
12-SHERIFF'S OFFICE	ADMIN/ANIMAL CNTRL/ENFORC	117		117	1		3	120
	REG.III DRUG ENF GRANT-A	1		1				1
	REG.III-HIDTA GRANT	1		1				1
	DWI SEIZURE GRANT	1		1				1
<b>12-SHERIFF'S OFFICE Total</b>		<b>120</b>		<b>120</b>	<b>1</b>		<b>3</b>	<b>123</b>
13-COUNTY PROBATE OFFICE	COUNTY PROBATE JUDGE				1			
<b>13-COUNTY PROBATE OFFICE Total</b>					<b>1</b>			
<b>TOTAL</b>		<b>846</b>	<b>7</b>	<b>839</b>	<b>10</b>	<b>6</b>	<b>126</b>	<b>973</b>



# SANTA FE COUNTY

## New Hires Report

March 2016

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	EMP STATUS	HIRE DATE
COLBERT	ESTEVAN	PUBLIC SAFETY DEPARTMENT/CORRECTIONS	DETENTION OFFICER	PB	3/21/2016
SALDIVAR	DAVID	PUBLIC SAFETY DEPARTMENT/CORRECTIONS	DETENTION OFFICER	PB	3/7/2016
VALDEZ	DERRICK	PUBLIC SAFETY DEPARTMENT/CORRECTIONS	DETENTION OFFICER	PB	3/7/2016
BACA PINON	ANNETTE FELICITA	COUNTY MANAGER PUBLIC SAFETY DEPARTMENT/FIRE	ACCOUNTANT SENIOR MEDICAL BILLING CLERK	PB PB	3/7/2016 3/7/2016
MODIVAH	ISAAC	COMMUNITY SERVICES DEPARTMENT/HEALTH & HUMAN SVCS	COOK	PB	3/21/2016
VALDEZ GRIEGO	CRISTELLA CEDRIC	LEGAL DEPARTMENT PUBLIC WORKS/PROJECT & FACILITIES MGT	ASSISTANT COUNTY ATTORNEY MAINTENANCE TECHNICIAN	E PB	3/21/2016 3/21/2016
PADILLA	JUSTIN	PUBLIC WORKS/PROJECT & FACILITIES MGT	CUSTODIAN	PB	3/21/2016
MARTINEZ	JEROME	PUBLIC WORKS DEPARTMENT	SOLID WASTE MAINTENANCE WORKER	PB	3/24/2016
HERRERA	CANDICE	PUBLIC SAFETY DEPARTMENT/RECC	EMERGENCY COMM SPEC TRAINEE	PB	3/21/2016
TORREZ	ARIANA	PUBLIC SAFETY DEPARTMENT/RECC	EMERGENCY COMM SPEC TRAINEE	PB	3/21/2016
MAYCUMBER WAKEFIELD	CODY JOEL	SHERIFF'S OFFICE SHERIFF'S OFFICE	SHERIFF DEPUTY CADET SHERIFF DEPUTY II	PB PB	3/21/2016 3/21/2016



# LABOR STATISTICS FOR MARCH 2016

Union Status		Percentage of Union Status		Percentage Of Employees Paying Union Dues		
AFSCME Employees	250	AFSCME Employees	29.55%	41	AFSCME Employees	16%
NMCPDSO (Sheriff) Employees	69	NMCPDSO (Sheriff) Employees	8.16%	49	NMCPDSO (Sheriff) Employees	71%
AFSCME (Corrections) Employees	91	AFSCME (Corrections) Employees	10.76%	46	AFSCME (Corrections) Employees	51%
AFSCME (Medical) Employees	9	AFSCME (Medical) Employees	1.08%	4	AFSCME (Medical) Employees	44%
NMCPDSO (RECC) Employees	27	NMCPDSO (RECC) Employees	3.19%	14	NMCPDSO (RECC) Employees	52%
IAFF (Fire) Employees	71	IAFF (Fire) Employees	8.39%	68	IAFF (Fire) Employees	96%
Total Number of Union Employees	518	Total Percentage of Union Employees	61.11%	222	Total Number of Employees Paying Dues	
Non-Union Employees	328	Non-Union Employees	38.77%			
Total Number of Employees	846		100%			

## Paying Members





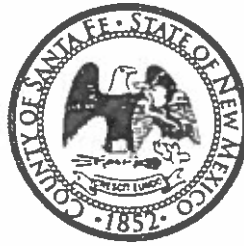




**Henry P. Roybal**  
Commissioner, District 1

**Miguel M. Chavez**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3




**Kathy Holian**  
Commissioner, District 4

**Liz Stefanics**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## MEMORANDUM

Date: April 26, 2016  
To: Board of County Commissioners  
From: Jeffery Trujillo, ASD Director   
Via: Katherine Miller, County Manager  
Subject: Administrative Services Monthly Report – March 2016

Below is an informational report in regards to the Administrative Services Department for the month of March 2016.

### Information Technology

Work Orders/Technical Support														
All IT requests are captured using a work order tracking system located on SharePoint.		290 work orders were completed/resolved in March 2016.												
Systems and Network Uptime														
<table><tr><th colspan="3">Unscheduled Downtime</th></tr><tr><th>Date</th><th>Description</th><th>Hours</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td>Total</td><td>N/A</td></tr></table>			Unscheduled Downtime			Date	Description	Hours					Total	N/A
Unscheduled Downtime														
Date	Description	Hours												
	Total	N/A												
		Q1 FY 2016 Actual: 100%												
		Q2 FY 2016 Actual: 100%												
		Q3 FY 2016 Actual: 100%												
		FY 2016 YTD: 100%												

### Legal

Legal has processed 435 contracts, 85 resolutions, and reviewed or drafted (or participated in drafting) 9 ordinances this fiscal year.

## **Mailroom**

The Mailroom processed the following in the month of March

Name	Items
Co. Manager	0
Human Resources	49
Fire Department	534
Finance/Payroll	923
Utilities (Water Resources)	27
Public Works	7
Land Use	34
Housing	53
Indigent/HAP	1
DWI	61
MCH	0
PFMD	0
Clerks	106
Elections	1197
Assessors	96
Treasurers	656
Probate Judge	4
Attorney or Legal	25
Sheriff	156
Corrections Admin	0
Home for Good Program	0
Purchasing	14
PW-Solid Waste	0
Care Connection	0
HHS Admin	8
Sobering Center	0
Adult Jail	0
Teen Court	82
ASD	0
E-911	0
RECC	4
Senior Services	0
YDF	26
Natural Resources	0
Affordable Housing	1
Section 8	78
COMMISSION	0



## **Purchasing**

### **March 2016 Activity**

**565 Purchase Orders were processed in March totaling \$3,515,506.98 encumbered and \$953,607.81 invoiced or expended.**

**The following procurement activities were performed by 4 Procurement Specialist Seniors, 2 Procurement Specialist and the Procurement Manager in March:**

**37 Active Procurements, Solicitations or Contract Processes, Including, but not limited to RFP's, LOI's, IFB's, Quotes, Grants, Leases, Price Agreements, On-Call Services, Easements, MOU's, Amendments and Change Orders. NOTE: Beginning in July, the Purchasing Division experienced a 50% reduction in force. The Division is currently fully staffed. We are currently working with a backlog of procurement requests resulting from being understaffed the first half of the fiscal year.**

#### **Current Solicitations to Date (April 12, 2016):**

IFB's	9
RFP's	19
DOE's	0
Sole Source	1
LOI's	9

## **Risk Management**

Number of Fire Safety Inspections	55
Number of Facility Inspections	3
Number of Road Inspections	13
Number of Worker's Compensation Processed	3
Number of Employees out on Worker's Comp	2
Number of RAP Lessons	4
Number of County Involved Auto Accidents	1
Number of Century Link Cut Cables	0
Number of Safety Trainings	10
Number of Evacuation Drills	3
Number of New Employee Orientations	2



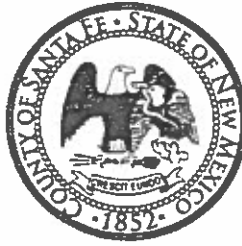




**Henry P. Roybal**  
*Commissioner, District 1*

**Miguel M. Chavez**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Kathy Holian**  
*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## MEMORANDUM

**To:** Santa Fe County Board of County Commissioners

**Through:** Katherine Miller, County Manager

**From:** Patricia Boies, Acting Director, Community Services Department

**Date:** April 12, 2016

**Re:** Community Services Department Report

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### Health Services

The Dental Care event that Santa Fe County participated in at the Convention Center on April 8<sup>th</sup> and 9<sup>th</sup> provided 1,218 people with free dental services valued at \$1.17 million.

Presbyterian Healthcare presented their proposed medical center in the Las Soleras development to the Health Policy and Planning Commission, with many community members and providers attending. Presbyterian reported that they have 37,000 health plan members in Santa Fe County, with a lot of people going outside the County for care, and they want to give them a choice. The initial development is \$135 million, focusing on outpatient services, emergency care, surgery, and urgent care. They will have 20 emergency room exam rooms and about 30 inpatient beds, with the possibility of adding more, focusing on short lengths of stays. Presbyterian plans to submit their development application to the City on April 18, with groundbreaking this summer, and opening of initial facilities in early 2018.

We are pursuing an application for an Accountable Health Communities Grant from Centers for Medicaid and Medicare Innovation, whereby Santa Fe County would be the bridge organization to align counties' health agencies and providers in our region, including Rio Arriba, Taos, and Los Alamos. NM Human Services Department has agreed to partner with us, a precondition for pursuing the application. The CMS grant application deadline is May 18.

### Senior Services

During the month of March, Senior Services provided 3,835 congregate meals and 5,029 home-delivered meals, as well as 561 units of transportation.

The Area Agency on Aging has been conducting their assessment of the Senior Services Program. In addition to reviewing files and data, they visited El Rancho, Edgewood, and Eldorado. Their review should be complete by the end of April.

### **Community Safety**

The Tesuque Tribal Court and the DWI Compliance program will be entering into a Memorandum of Understanding that will allow the DWI program to provide compliance monitoring services for the Tribal Court. The Tesuque Tribal Council will be reviewing the MOU at their April 2016 meeting. If approved by the Tribal Council, the DWI program will work closely with the Tribal Court to implement the Compliance Monitoring program and to provide supervisory services for DWI offenders sentenced in the their Tribal Court. The DWI program is also working on a similar program with the San Ildefonso Pueblo.

The DWI program secured funding for the Santa Fe Sheriff's department to purchase computer software that will dramatically reduce the time needed to download evidence obtained from in-car dash cameras. The old system download the evidence in real time, a slow and tedious process. The new system will start downloading the information immediately once the deputy pulls into the department's headquarters. An internet link will then be created and made available to the District Attorney for immediate access.

Teen Court received 20 applications for the Youth Education and Recreation Program and is reviewing and scoring them before making allocation recommendations to the County Manager.

Teen Court will be soliciting local artists to complete a mural at Rio en Medio Community Center, where there have been issues with graffiti. The mural painting will begin in June, with an unveiling scheduled for July.

### **Community Operations**

For the month of March, there were 35 community center rentals: twelve at La Cienega, six at Nambe, fourteen at Nancy Rodriguez, and three at Rio en Medio.

The Request for Proposals for maintenance of the Pojoaque Recreation Complex has been released, with a deadline of May 10<sup>th</sup>.

Our partnership with United Way at Aspen Magnet Pre-School has begun. Every Monday, Wednesday and Friday during the school year, a Santa Fe County volunteer will mentor kids during lunch and on the playground.

We have applied for a grant of \$45,000 from the New Mexico Tourism Department for projects that include restoration of the Rail Trail, building a rock garden to memorialize Dale Ball, and employing an intern to work at Cerrillos Hills State Park.

**MINUTES OF THE**  
**SANTA FE COUNTY**  
**HEALTH POLICY & PLANNING COMMISSION**

**March 4, 2016**

**Santa Fe, New Mexico**

**I.** This regular meeting of the Santa Fe County Health Policy & Planning Commission (HPPC) was called to order by Chair Reena Szczepanski at approximately 9:00 a.m. on the above-cited date in the Southwest Conference Room of CHRISTUS St. Vincent, 455 St. Michael's Drive, Santa Fe, New Mexico.

Chair Szczepanski thanked those present for attending and asked for a moment of silence in observance of the death of Department of Health Secretary Retta Ward, who was a tremendous asset to the state's health community.

**II.** The following members were present:

**Members Present:**

Reena Szczepanski, Chair  
Don Reece  
Carolyn Roberts  
Kim Straus  
Anna Voltura

**Member(s) Excused:**

Judith Williams  
John Abrams  
AnnaMaria Cardinalli  
Bonnie Keene  
Vivian Heye  
[Three Vacancies]

**County Staff Present:**

Patricia Boies, Director, Health Services Division  
Kyra Ochoa, Health Services Staff  
Kati Schwartz, RN, Mobile Health Van  
Jennifer Romero, CSD/Teen Court  
Michael Spanier, CSD

**Others Present:**

Mark Boschelli, PMS  
Richard DeMella, City of Santa Fe  
Rachel Wexler, NM DOH  
Callie Catanach, CSVRMC  
Natalie Aragon, NMHU Student  
Susan Mayes, NMAC

Kerry Clear, BCBS NM  
Kevin Norris, Pecos Valley Med Ctn  
Desiree Valdez, NM DOH  
Melissa Martinez, CSVRMC  
Ivy Woolfolk, NMHU Student  
Julian E. Duran, BCBSNM

Ron Hale, NMAHC  
Kiara Cateriano, St. E's Shelter  
Daniel Slavin, SVH Support  
Kim Gabaldon, Los Alamos  
Veronica Kirby, RN  
Lisa Bronowicz, Pecos Valley Med Ctn  
Tammy Jaramillo, Taos Valley  
Wendy Johnson, La Familia  
Jay Jolly, La Familia  
Andres Mercado, City of Santa Fe Fire

Kemala Two Bulls, St. E's Shelter  
Kathy Armijo Etre, CSV  
Lisa Leiding, MSN Student  
Patricia Nix, RN  
Christina Woods, RN S  
Amy Sandoval NM DOH  
Nancy Guthrie, Many Mothers  
Pamela S. Hyde, Policy & Practice Consult.  
Lauren Reichelt, Rio Arriba County

### **III. Introductions**

Those present introduced themselves.

### **IV. Approval of Agenda**

### **V. Approval of Minutes: January 2016**

Lacking a quorum, these items were deferred.

### **VI. Matters of Public Concern**

None were presented.

### **VII. Presentations**

- A. County Collaboration on Accountable Health Communities Grant**  
Kyra Ochoa, Health Care Assistance Program Manager, Santa Fe County  
Lauren Reichelt, Health & Human Service Director, Rio Arriba County  
Kim Gabaldon, Social Services Manager, Los Alamos County  
Tammy Jaramillo, Indigent Fund Coordinator, Taos County

Ms. Ochoa welcomed those present and said she too was pleased with the number of people attending. She referred to an opportunity for an Accountable Health Communities grant funded through CMS (Center for Medicare and Medicaid Services). A letter of intent went out for the grant, with the goal to create an accountable health community model for Medicare and Medicaid users. Health providers would screen for social needs such as housing, transportation, and food security and route high utilizers of emergency rooms into navigation to resolve their social needs and determine whether that would save costs to Medicare and Medicaid. CMS required a population that a regional health collaboration could meet. A key and required partner on this grant is the state Medicaid office. At this point there are four New Mexican applicants for this grant, and only one will be chosen.

This morning's second presentation is a demonstration of the use of the Pathways model of care coordination which Ms. Ochoa indicated could be a potential tool for the collaboration.

Lauren Reichelt, Health & Human Service Director, Rio Arriba County, said Rio Arriba has been working on this for 20 years in total, and in this iteration since 2006. Rio Arriba is currently ranked number one in the nation for heroin overdose deaths and ranks very high for



opioid abuse. There are many barriers that prevent an individual from receiving a full course of addiction treatment, which her division is working to resolve. Those barriers include a current TB test, medical clearance, finding a detox facility, arranging for a bed eight days after detox, and having to repeat the TB test and medical clearance for acceptance. Following the 30-90 day stay at Hoy, outpatient treatment is assessed.

Two populations in Rio Arriba have a high potential to go to ER – those suffering from mental health or substance abuse disorders, and seniors. The county runs the jail and the senior centers and is positioned to help these groups. The senior centers provide fall prevention strategies, immunization, and mental health support. The jail provides intensive case management for those suffering from substance abuse. Rio Arriba recently received a grant of \$500,000 annually for a five-year period to create a behavioral health investment zone. The county will be purchasing the Pathways IT system to enhance provider communications among Presbyterian, Española Hospital, the three FQHC/rural clinics, Hoy Recovery, Rio Arriba Health and Human Services, and some ancillary partners.

Pathways is an outcome-based care coordination model which requires a “hub” that will act as the financial agent and pay the agencies based on production of individual health outcomes. Since Rio Arriba does not have a payment source they have modified the Pathways program and their department provides the care coordination services, and judges and tracks the care coordinators based on the outcomes achieved. The county’s health council serves as the evaluator. The first Pathway program was for pregnant substance-abusing women and the chosen outcome was a baby birth weight of 5.8 pounds or greater, and the neonate free of unprescribed substances. The success rate was over 90 percent for both outcomes during the first few years.

In an effort to expand the success, Rio Arriba wants to target the jail release population and reduce the overdose death rate. With the help of HSD they have placed an enroller in the jail and will be offering overdose prevention classes upon release and provide those at risk with Narcan. Her department will also provide a free ride back to Española, and, if the individual agrees to be included in the Pathway system, a free gift card is issued.

Needing a “hub,” she and Ms. Ochoa began talking, and the notion that if other rural counties within Region 2 participated in the care coordination service, Santa Fe County could serve as the hub.

Ms. Ochoa said Santa Fe County has similar initiatives to that of Rio Arriba – the jail re-entry specialist positions, Narcan training, funding care coordination for individuals released from jail with severe mental illnesses – and participating in funding at CSV for the ER high utilizers program services (HUGS). She noted that Santa Fe County will be funding a program out of the City of Santa Fe’s Fire Department regarding high utilizers of 911 services. Santa Fe County is not the care coordinator; rather the County facilitates different entities.

Santa Fe County is funding a low birth weight initiative and a Mobile Crisis Response Team with Mark Boschelli, PMS. All of these linkages are being made to better coordinate care, and create more efficient and effective pathways for individuals. Lacking an evaluation program makes it difficult to ascertain whether the linkages are working. The notion was that Pathways IT could solve that issue.

Ms. Ochoa said Santa Fe County is well-resourced out of its Health Care Assistance program funding.

Tammy Jaramillo, Indigent Fund Coordinator, Taos County, said they were very committed to and interested in participating with other counties and the Pathways program.

Kim Gabaldon, Social Services Manager, Los Alamos County, said they have coordinated a few contracts for a teen center, youth activity center, senior centers, and prevention programs through the schools. She was eager to learn from her colleagues and become a regional participant. She noted that Los Alamos County residents travel in and out of Rio Arriba, Santa Fe and Los Alamos all the time, and this partnership in health care makes good sense. Working together as a region will reduce a reliance on larger statewide initiatives.

## **VII. B. Demonstration of Use of Pathways Model of Care Coordination Initiative**

Bob Harnach, President of Care Coordination Systems - Pathways, and Sarah Redding, Founder of Pathways, were present telephonically. Mr. Harnach congratulated Rio Arriba's success. A slide show was presented.

Pathways was developed to:

- Support and enhance the national certification initiative for Pathways Community Hubs with leading-edge systems, training, and best business practices for sustainability.
- Rapidly implement nationally certified Pathways Community Hubs through public/private partnerships with states and communities.
- Bridge information and referrals between the community and clinics, hospitals, physicians, insurers, and states.
- Use low cost/high-performance/rapid deployment/mobile first technologies as tools to efficiently empower community care coordination and Hubs.

Care Coordination Systems (CCS) provides comprehensive, turnkey Pathways Community Hub solutions through Pathways, certified CHW training, Pathways mobile and database/systems, Hub patient portal, customizable systems, Hub operations training, risk scoring and stratification, Hub optimization advisory, certification guidance planning and HIPAA-compliant solutions.

Mr. Harnach noted that 85 percent of a population's health is determined by social factors that include neighborhood, occupation, education, race/ethnicity, culture and socio-economic status/income. Clinical and financial elements (insurance, primary care, specialty care, screening, access) make up 15 percent. Pathways is a system for collecting information and making it accessible. The healthy individual incorporates healthy aspects of health care, employment, behavior health, social service and education. Pathways and the Hub work together to reduce risk to the people of the community.

Ms. Redding reviewed results in maternal and child health through Pathways. Mr. Harnach noted that a low birth weight (LBW) can cost an additional \$35,000 the first year of that child's life and Pathways has been successful reducing LBW and postpartum problems. She showed a graph depicting significant drops in per member/per month Medicaid cost in Richland, Ohio where Pathways has been initiated, resulting in tremendous savings.

Pathways provides the opportunity to find the at-risk population, treat that population and measure the success of that treatment.

Pathways provides care coordination facilitation tools that are actionable and accountable and which measures outcomes. At this time there are 20 core pathways that include but are not limited to adult education, employment, housing, insurance, smoking cessation, medical and social service referral, immunization, pregnancy services, etc. Pathways' reporting is robust and the data is available 24/7.

Referring to the Hub, Mr. Harnach said it basically serves as an air traffic controller, coordinating care by administering the pathways. The Hub contracts with funders as well as with community partners to provide care coordination. It develops referral networks with community health care partners with a focus on eliminating duplication and monitoring quality assurance. Another key function of the Hub is to invoice, collect and distribute monies earned for care coordination to the care coordination agencies. There are Hub standards and prerequisites that have to be met.

He highlighted that the system tracks milestones to determine benchmarks for payment. He discussed how data can easily be pulled from the system and put in an informative format.

Pathways has standardized billing with CMS codes and has already been accepted by insurance companies. There are 358 payment lines within the Pathways process to streamline the process for potential payers. Payers are willing to accept risk stratification to identify normal and high risk individuals. The overall goal was to reduce the payment time by streamlining the billing and the coding process.

The idea is that the Hub will remove the silos and fragmentation that exist in community service, use community resources effectively and efficiently, connect information to health care and government, and to standardize metrics to identify best practices and most importantly create sustainable community care coordination.

Mr. Harnach condensed his presentation to allow time for questions and answers.

Q: *How is information pulled into the system?*

A: The system handles over 4,000 data items. Data can be pre-loaded by a care coordinator as well as electronically connected. This can be accomplished through a health information exchange or some other system.

Q: *Is there a fee for the billing? How is the software use billed?*

A: There is a nominal fee for transmitting and approximately \$1 per bill.

Q: *Where was Pathways used in the study that indicated a 50 percent reduction in PMPM? Was the entire Medicaid population within the Pathways program and what is the PMPM cost of implementing this program?*

A: This was the Michigan Pathways to Better Health. The information was provided by CMS regarding the three Michigan Hubs. The cost to implement the program was not known by the speaker. The guidelines were 18 to 65 years of age with two or more chronic conditions.

Q: *Can documents be stored in Pathways – social security cards, birth certificates, etc.? The homeless population in particular needs this type of storage.*

A: Yes, Pathways has a secure document storage area. Community health workers are taking photographs of documents and uploading them into the secure document storage area for access to those on the care team. Videos can also be stored on the system. It was unknown whether scanned documents were acceptable to all agencies. As the communication platforms are expanded secured documents can be attached in direct messaging.

*Q: Are domestic violence victims' files treated differently than other files?*

A: The Release of Information form provides the authorization as to who the documents can be shared with and that is designated by health policy and personnel. Security measures are being developed in layers.

*Q: What are the characteristics of a Hub manager? What are the necessary qualities?*

A: A strong business sense is needed because the Hub is responsible for all of the contracts. A Hub director on the business and operations side is someone in quality control overseeing that the data is accurate. The Hub manager depends less on health care knowledge and more on the business of getting the payer contracts in place, agency contracts in place with a well-working referral process. Quality assurance within the clinical side of the care plan is also part of the Hub's responsibility.

*Q: What risk is involved in the Hub responsibility in terms of validation of whether the contractor provided the work that Hub is overseeing? What role does Pathways play in validating those checks and balances?*

A: The Hub will validate and hold its agencies to high standards, and audits and administers those standards through a process of checks and balances. It is required that supervisors sign every document in the system. Insurance companies conduct annual audits of the Hub.

*Q: It sounds daunting for organizations that already have multiple required systems of data collection and quality control to add another layer. What other FQHCs, hospitals and other agencies have implemented Pathways?*

A: Pathways can be highly detailed with many pathways generated. It was created to serve as a care team task force to be able to update the attending physician in seconds with snapshot reports of the patient. The system is being connected to major AHR systems and hospitals that have asked for the system.

*Q: FQHCs routinely screen, refer and collect data. What is required is better coordination between different agencies and the ability for different agencies to share information. What Pathways offers appears very valuable but at the expense of providers having to do duplicate and parallel input into systems. The data collection part sounds onerous.*

A: Most FQHCs do not have access to the social determinants of health information. Pathways would explore what data would be beneficial to capture and how to get valuable information in an existing system to communicate with the Pathways system. Pathways is designed for the community side of care coordination. It was not intended to replace what is already occurring in other systems but rather to integrate with it.

Ms. Reichelt said determining which outcomes each agency is responsible for may be a difficult knot to untangle as well as who gets paid for what. She suggested the counties would conduct actual care coordination. Mr. Harnach said they were currently working on the invoicing for incoming payments and outgoing payments.

Ms. Ochoa said New Mexico lacks mechanisms for accountability in government. The accountability part of Pathways is attractive.

Mr. Harnach said collaboration is what has made Pathways a successful system.

It was mentioned that those collaborating in this arena may want to implement the steps Bernalillo County took with their care collaborative in standardizing assessment tools, job descriptions in terms of patient care coordination, and risk scoring.

Ms. Ochoa asked the participants to turn to their neighbor and talk about what they think of the county playing this role. Comments following the informal talks included:

- The idea of a regional collaboration is a good thing
- The local DOH office with their expertise can serve/train the care coordinators
- The regional health councils will serve a role in this
- Even without the grant, Taos, Rio Arriba and Santa Fe should move forward together
- Other key stakeholders are the MCOs – BCBS is getting more active in the community, especially in the rural regions where they want to bring more resources and providers
- Concern was raised about the number of entities with access to the records
- Standardization was deemed very valuable
- Pathways sounds like a very valuable tool
- Telemedicine and transport will be instrumental in helping the rural counties
- Jails should be considered a health partner in this process

Ms. Ochoa thanked the attending audience and said that County Commissioner Miguel Chavez is considering a health summit in May and she would make sure that is publicized if it is to occur.

## **VIII. Matters from the Commission and Staff**

### **A. Director's Report**

Ms. Boies gave the following updates:

- A meeting of the major funders of health care and related services occurred recently to determine where public, foundation and hospital funds are going. This will provide greater transparency and accountability
- Santa Fe County DWI program has started a pilot with Esperanza Shelter to monitor domestic violence offenders with alcohol abuse problems
- There are over 850 people enrolled in the Imagination Library, which provides free books for children from birth to age five in English and Spanish

### **B. Other Matters from the Commission**

Chair Szczepanski said she serves as Chief of Staff for the House Democrats. She updated the Commission on bills that passed during the session, which, at this point have not been signed:

- Two bills dealing with opioid abuse will greatly expand access to Narcan and how Narcan can be distributed
- A bill requiring physicians to check the prescription drug monitoring database prior to prescribing opioids
- A savings account for those with disabilities that will take advantage of a federal program with tax advantages
- The assisted outpatient treatment bill where a court can order an individual to take medication and attend a treatment program
- A memorial for UNM to reconvene the J. Paul Taylor Early Childhood Task Force, which deals with the health and education of young children; someone from HPPC should be involved in that. Ms. Boies noted that Kim Straus has sat on that task force in the past.

Chair Szczepanski invited additional comments from the public; none were offered.

**IX. Future Agenda Items**

**A. Possible Agenda Items for Future Meetings**

The following topics were mentioned:

- Alcohol tax increase initiative group
- DOH epidemiology session – training and education for health council, at the April 1<sup>st</sup> HPPC meeting

**X. Announcements**

**A. Next HPPC meeting Friday, April 1, 2016, 9 a.m., Santa Fe County Community Services Department Conference Room, 2052 Galisteo Street, Santa Fe**

**XI. Adjournment**

This meeting was declared adjourned at approximately 10:55 a.m.

Approved by:

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Reena Szczepanski, Chair  
Health Policy & Planning Commission

Respectfully submitted by:

Karen Farrell, Wordswork

# DRAFT

SUBJECT TO APPROVAL







